

# Agenda for Training

The following “HANDS-ON ACTIVITY” materials are to be used with other materials provided by the EDNET Faculty Trainer from USOE and the Technical Trainer from UEN. They should only be used in an “on-site” teaching situation at an EDNET location. This agenda is just a typical sample. The actual agenda can be “custom fit” for your teacher’s needs

## Day 1 Activities

1. Registration for EDNET Faculty/Technical Training—Fill out the forms.
  - Registration (My UEN, phones, type of training, credit)
  - Notecard: One question about EDNET Teaching/Training/Presenting.
  - EDNET teacher database on Internet.
2. EDNET Faculty/Technical Training—Discussion
  - PowerPoint presentation: Distance Learning.
  - Expectations: What do you want out of training?
  - Videotape: EDNET: THE POWER OF LEARNING, 5 minutes.
3. Technical Training—Practice
  - Conducted by UEN Technical Trainer for two to four hours.
  - EDNET demonstration.
  - Live teleconference with another EDNET site.
  - Participation and questions invited.
  - Practice: Hands-on practice at the EDNET console.
4. Advantages and Misconceptions of Distance Learning—Discussion
  - Practice: Opportunities for each participant to assist the presenter in “running” the EDNET console.
5. Integration of Technology in Distance Learning—Interactive Discussion.
  - PowerPoint presentation: Interacting with Technology.
  - Demonstration: Interaction methods
  - Practice: Using the ELMO and preparing graphics
  - Activity: A presentation at the ELMO.
  - Each person will give a two-minute presentation at ELMO.
  - Hand-drawn diagram, picture, etc.
  - Critique and comments from the group.
  - PowerPoint presentation: Elements of a Good Presentation.
  - Discussion: Structuring interactivity into your lessons



## Agenda for Training Day 2 Activities

### 6. Getting Ready for Your Mini-Lesson—Discussion

- Videotape: SUU's Matt Nickerson, Teaching on EDNET, 20 minutes.
- Activity: Storyboarding for your lessons.
- Activity: Making a Powerpoint presentation on the computer.
- PowerPoint practice presentations at local facility—**2-4 hours**.

### 7. Elements of Interactivity in a Distance Learning Class—Interactive Discussion.

- PowerPoint presentation Elements of a Good Presentation.
- Discussion: Structuring interactivity into your lessons.
- Activity: Using the microphone .
- Discussion: Copyright and the distance educator.
- Practice: Crestron console with a hands-on, role-playing activity.
- Include teacher and facilitator.
- Preset camera to five teacher and three student shots.
- Maintain eye contact with the cameras.
- Play a video and switch back to camera.
- Switch to a remote site.
- Review time, place, and materials for tomorrow's mini-lesson.
- Practice: Hands-on practice at the EDNET console.

## Day 3 Activities

Mini-Teaching Activity. Participants should attend at their assigned EDNET site for the mini-lesson today.. This activity can be structured to be part of day 2 activities..

### 8. EDNET Teacher Mini-Lessons Taught from an EDNET site.

- Are required for certification and future endorsement.
- Should be 5 to 7 minutes long. (We will decide how long on Day 2.)
- Need to be interactive to at least one other EDNET site.
- Should involve students as much as possible.
- Should use at least two different technologies.
- Camera, ELMO, computer presentation, Internet, remote.
- Microphone, Crestron pad switching.
- Will involve a positive critique by participants.

### 9. Conclusion of workshop.

- Awarding of certificates.
- Evaluation of workshop.

